

Report For Week Ending 8 May 1956  
RECORDS CENTER

Accessioning

During this week the following accessions were made:

OCR	88 Cu. Ft.
OL	36 " "
ORR	3 " "
MS	2 " "
ONE	1 " "
DD/P	422 " "
MEDICAL	6 " "
OSI	2 " "
Sub-Total:	<hr/> 560 Cu. Ft.
Finished Intelligence	82 " "
Total:	<hr/> 642 Cu. Ft.

Records Holdings	15,376 Cu. Ft.
Distribution Material Holdings	<hr/> 11,305 " "
Total:	<hr/> 26,681 Cu. Ft.

Distribution Material Disposed of at Center	80 Cu. Ft.
Records Disposed of at Center	5 " "
Records Transferred from Center	21 " "

Disposal

FOIAb3b1

The Center has destroyed 55 cubic feet of miscellaneous [REDACTED] in supplemental distribution files. Authorization was given in a memo dated 30 April 1956 from the ARO of [REDACTED]. It is estimated that the overall savings would be 75 cubic feet per year.

General

The Chief, Fire Department of [REDACTED] examined and operated the fire extinguishers in the Center. A new fire extinguisher will be installed in the Center for the use of wood and paper fires.

A group of projects undertaken by the Center as of 10 January 1956 are listed as follows:

Projects Completed

1. Identified and established a complete "Record Set" of all finished intelligence in Supplemental Distribution.
2. Rearranged the file cabinets, housing information reports, to make more space available for map negatives. Boxed information reports in Supplemental Distribution, over the numbers to be furnished by the Center.

3. Screened and rearranged the Center subject file to conform with the Agency Filing Manual.

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4. Rebox and relocated, away from the end wall, the records in [REDACTED] (condensation forming on the walls).

5. Inventoried, expanded, relocated and prepared new shelf list for the following jobs: 52-45, 53-16, 53-116, and 53-103.

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6. Screened SO, [REDACTED] and OOW information reports and disposed of extra copies.

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7. Inventoried all supplies and forms used by the Center and set up requirements for future storage by [REDACTED] / Administrative Division.
8. Screened and inventoried Regulations, Notices and Handbooks.
9. Surveyed the NIS Gazetteers to determine the reference activity by various IAC Agencies such as; Army, Navy, State, USAF and NSA. This listing was furnished to OBI for their use in determining the future requirements for gazetteers by these Agencies.

Projects Partially Completed

1. Reclassification of Agency documents in accordance with Agency Regrading Bulletins. Project 97 percent complete.
2. Inventory and rebox all finished intelligence in Supplemental Distribution. Project 50 percent complete.
3. Inventory and establish a Subject Index Locator on all retired records. Project 35 percent complete.
4. Prepare and file in kardex, flash cards as to restrictions on use of retired records. Project 99 percent complete.

Projects to be Completed

1. Inventory and relocate all NIS Binders.
2. Rearrange locator cards for better utilization of the kardex and to allow for expansion.
3. Inventory and describe job 53-88 from Office of Logistics.
4. Rebox the map negative boxes that are coming apart.
5. Rebox and rearrange job 55-212 (Psychiatric File from Medical).
6. Rebox and rearrange job 56-184 from Library / Circulation Branch
7. Inventory and work with OCR regarding returns of JIB.

8. Inventory, screen, rebox and set up a complete "Record Set" of all Janis.

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Chief, Records Center